



Local School Accounting

Microsoft Lync Webinar Training

Training Guide

4/12/2015

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Microsoft Lync Webinar Training

Objective: Learners will be able to make and receive calls with Microsoft Lync.

Introduction:

- A. Conduct an **Audio/Video test of Microsoft Lync** with learners.
- B. If **Learners get Disconnected**, Click on the Join Meeting Link to rejoin the session.
- C. **Why are we using Lync?**

Financial Services plans on using Lync to conduct meetings and trainings starting next school year.

It's my job to show you some features of the program and make sure you know how to make and receive calls.

At the end of the session I will call each of you so you can see what it looks like and you will call me back to test it out.

Let's begin.

1. Search for an individual

Type their name. Use Anthony Hall as an example.

2. Start a call

Double click to open the calling window.

Or

Right click on the person's name to initiate communication.

Decide what type of communication it will be: IM, Call, or Video Call.

3. Creating contact lists in Lync

Click on the Add a Contact icon (Person with a plus sign).

Select Create a New Group.

Type the name of the Group in the Field.

Search for contact. Right click, Add to Contact List.

4. Creating contacting lists in Outlook

Add a contact from Outlook.

Right click on person's name.

Add to Quick Contacts List.

5. Preference Status

You have probably seen those colored boxes in Outlook.

These change based on your activity and what your Outlook calendar says.

All of you should be red, since you are in a scheduled meeting.

Show the preferences under the Available tab: Green, Red, and Yellow

6. Troubleshooting

Click on Icon in the bottom left hand corner of the program.

Click on Audio Device Settings

Make sure that Cyber Acoustics USB Headset is the selected device.

Sometimes this changes back to the other choice.

If that happens you won't be able to hear.

****If you need to unplug the headset, keep it nearby so you can plug it in and use it.**

Do you have any questions?

7. Evaluation

I will call each of you after we hang up to make sure you know how to answer a call.

Then I will have you call me back.

Thanks for attending.